



Summary:

Pragya is looking for a talented individual to join our small London team to support our fundraising from (primarily) trusts and foundations, as well as our project management and communications functions. If you're keen to fight climate-induced vulnerabilities like poverty, hunger, unemployment, and gender inequity, Pragya offers a varied and rewarding career in International Development.

Role: Development Officer

Employer: Pragya

Location: London – hybrid with 4 days from our office based in Vauxhall

Contract: Permanent

Hours: Full-time, Normal working hours 09:30-17:30

Salary: £30,000 per annum

About us:

Pragya is a non-profit development organisation committed to poverty relief and social justice in south Asia and east Africa. Our programmes span agriculture and rural livelihoods; conservation and green energy; water, sanitation and health; education; empowerment of women and minorities; and disaster management. Pragya secures transformational change at the grassroots, focusing on marginalised communities in Nepal, India, Bangladesh, Kenya and Tanzania that are often left behind in the development process. Our vision is one of marginalised communities living dignified lives free from poverty and injustice, fully enjoying the benefits of development in a manner harmonious with cultural heritage and the natural environment, through grassroots sustainable development for the poorest, most neglected communities in challenging environments across the world.

What the role offers:

This role offers the chance to work with a global NGO, providing valuable experience in tackling key global development challenges, along with hands-on involvement with project and partnership management systems, grant tracking processes, and an opportunity to contribute to the development of impactful programmes. It provides deep exposure to the operations of an International NGO, invested in community-led holistic solutions to some of the most pressing problems of our times. You would enhance your knowledge and experience of the charity sector funding landscape in the UK and internationally. You would significantly expand your practical knowledge of project delivery and monitoring in diverse areas of international development such as water and sanitation, prevention of violence against women, food security and nutrition, rural livelihoods, biodiversity conservation, community disaster resilience, to name a few. You would have opportunity for creative writing about our projects for funding applications and project reports, and with scope to develop the role you might find yourself writing blog posts, newsletters and so on. You would have the chance to network with other NGOs and funders at events and international development conferences. You may have the opportunity to travel to south Asia or Africa for project evaluation or conferences / networking, subject to funding. As you gain experience, there may be scope for you to contribute to project design.

You will be working in a friendly, professional environment in a building that acts as a hub for social justice organisations, with many opportunities to participate in activities offered by the building's community.

Role description / person specification:

You would undertake research to identify new potential funding partners, write grant applications, and manage successful partnerships. You would write project funding proposals primarily to trusts and foundations, corporate foundations, and statutory sources. Some charity-sector fundraising experience is desirable. Experience in fundraising from trusts / foundations in particular would be an advantage. The ability to draft inspiring narratives for different audiences is a crucial aspect of this role. You must also be comfortable using spreadsheets and have strong attention to detail, as you would be working with project budgets. You would research and attend relevant events and identify other such opportunities to promote Pragma's work, to network, and to learn about the latest research and trends in international development. You would contribute to Pragma's social media posts and campaigns. A basic level of knowledge about video editing and media tools like Canva would be an advantage.

The UK branch of Pragma is a small team, and so you must be capable of using your initiative and managing your own workload. You would need to prioritise your commitments and work to deadlines as needed. You would contribute to the charity's administrative needs.

This is a role that demands commitment and offers strong career development in the international development sector. Those passionate about working in international development are encouraged to apply. We are looking for candidates who would anticipate being able to make at least a two-year commitment.

Key specifications:

Essential

- A degree qualification with at least 2:1 or equivalent
- Fluent English with excellent writing skills
- Strong verbal communication and ability to represent Pragma at public events
- Basic knowledge of on-line communication platforms and media tools
- Proactive approach, ability to manage own workload, happy to work alone
- Excellent organisational skills and strong attention to detail
- Competent in the use of Microsoft Office (Outlook, Word, Excel, PowerPoint, Teams) and good internet research skills
- Demonstrable interest in International Development
- Work experience of two years.

Desirable

- A degree in a relevant, essay-based discipline
- Fundraising experience from trusts / foundations / corporates
- Exposure to foundations and trusts based in the UK and in Europe, mainly Netherlands, Germany, France and Switzerland.
- Experience of using cloud-based donor management software (Salesforce, Oracle, CRM)
- Understanding of the issues Pragma works to address
- Prior travel to any of Pragma's project-delivery countries

To apply:

No applications from agencies please.

Please email your CV and a separate Covering Letter detailing your skills and experience to contact@pragya.org. CVs without Covering Letter will not be reviewed. Please put 'DEVELOPMENT OFFICER' in the subject line of the email. We do not encourage correspondence during the application window. Pragya will only use your information to process your application. By emailing us your CV and covering letter, you are permitting Pragya to store and process the information you provide, for recruitment purposes. Pragya (UK) may share any information you provide with independent Pragya offices internationally, including outside of Europe, to store and process for recruitment purposes only – by applying you are consenting to such use of your personal data. Pragya will not share your information with any third party outside of the global Pragya network.

Only shortlisted candidates will be contacted. We are not able to give individual application feedback.

You must have the right to live and work in the United Kingdom. Pragya is not able to sponsor visa applications either to commence or to continue employment. As part of our commitment to safeguarding, this post may require that you be subject to criminal records disclosure.

Appointment will include a six-month probationary period.

Pragya is an equal opportunities employer. Charity no. 1082476